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Report of the Secretary-General on proposals for financing the associated costs required for the year 2011 from within the approved budget for the capital master plan

Summary

The present report is submitted pursuant to section III of General Assembly resolution 64/228, in which the Assembly, inter alia, requested the Secretary-General to submit to it for its decision at the main part of its sixty-fifth session, in the context of his eighth annual progress report, proposals for financing the associated costs required for the year 2011 from within the approved budget of the capital master plan. The present report provides an update on the status of the activities under the associated costs to the capital master plan, including historical expenditure to date, current forecasts of resource requirements for 2010, and estimated resource requirements for 2011 and until the completion of the construction project, which is anticipated for 2013.

In the same resolution, section III, paragraphs 1 and 2, the Assembly recalled paragraphs 79, 80 and 81 of the report of the Advisory Committee on Administrative and Budgetary Questions (A/64/7/Add.5), and encouraged the Secretary-General to improve the coordination of the associated costs for the various departments and offices involved with the capital master plan. The present report describes enhancements made to the governance of associated costs to the capital master plan via the establishment of a Steering Committee.

The total resource requirement for associated costs for 2011 is estimated at $110,977,900. Taking into account the estimated balance of $39,106,595 against the amounts approved for the biennium 2008-2009 and for 2010, the net additional requirement for 2011 amounts to $71,871,305.

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I. Introduction

1. During the construction period of the capital master plan, temporary increases in staffing and operational costs are required to support the construction activities of the capital master plan. Such costs have been identified with regard to the Department for General Assembly and Conference Management, the Department of Public Information, the Department of Management, the Office of Information and Communications Technology and the Department of Safety and Security.

2. In 2008, the Secretary-General outlined the associated costs related to the capital master plan for the period 2008-2013 in his report (A/62/799). However, that report was not considered by the General Assembly.

3. In his subsequent report on the associated costs related to the capital master plan (A/63/582), the Secretary-General submitted revised projected associated costs related to the capital master plan for the period 2008-2013. By its resolution 63/270, the General Assembly decided that the resources approved for associated costs for the capital master plan would be financed from within the approved budget of the capital master plan unless otherwise specified by the General Assembly, and decided not to approve the overall level of associated costs at that time, bearing in mind opportunities for further cost reductions posed by the economic circumstances as well as savings realized by the Secretary-General. In the same resolution, the General Assembly recalled paragraph 50 of the report of the Advisory Committee on Administrative and Budgetary Questions (A/63/736), and requested the Secretary-General to make every effort to absorb the associated costs in a total amount of $30,272,400 for the biennium 2008-2009 from within the overall budget approved for the capital master plan.

4. In the most recent report of the Secretary-General on associated costs (A/64/346/Add.2), submitted to the Assembly at its sixty-fourth session, the Secretary-General proposed to continue to finance the associated costs for the year 2010, in an amount of $50,114,100, from within the approved budget of the capital master plan. By its resolution 64/228, the General Assembly approved a reduced amount of $42,069,695 as the provision for the associated costs for the year 2010, to continue to be funded from within the approved budget of the capital master plan. In the same resolution, the General Assembly decided not to approve the overall level of associated costs, and requested the Secretary-General to submit to the Assembly, at its sixty-fifth session, proposals for financing the associated costs required for the year 2011.

II. Governance of associated costs to the capital master plan

5. In accordance with the direction by the General Assembly as contained in resolution 64/228 with regard to setting up a mechanism to ensure close coordination of activities across departments involved in the capital master plan, especially as it relates to associated costs, a Steering Committee was established in early 2010 to formalize the coordination effort. The Steering Committee on Associated Costs is chaired by the Under-Secretary-General for Management, with members of the Committee composed of senior representatives of the Department for General Assembly and Conference Management, the Department of Public Information, the Office of Central Support Services, the Office of Information and Communications

Technology, and the Department of Safety and Security. Representatives from the Office of the Capital Master Plan and the Office of Programme Planning, Budget and Accounts also take part in the Steering Committee on an ex-officio basis to provide assistance.

6. The Steering Committee has conducted monthly meetings to coordinate the activities of those departments in relation to the associated costs. In early meetings, departments were requested to present to the Committee explanations of their respective performance with regard to the funding authorized under the associated costs for the biennium 2008-2009. The information collected was then analysed and collated to be reported to the General Assembly. In subsequent meetings, the Committee sets out timelines for departments to report on their actual performance of activities in 2010. Departments are held accountable to explain any discrepancies and requested to revise their projection for the remainder of 2010 if their actual performance is not in line with expected utilization rates.

7. Through that mechanism, concerted efforts have been made by the Department of Management and all other participating departments to strengthen the ability of the Organization in periodic review of the associated costs requirements, and in the early identification of problematic areas. Since it brings together the relevant decision makers in the respective departments and clearly sets out action timelines for resolving pending issues, it has enabled the rapid resolution of outstanding issues that require close coordination of multiple stakeholders within a very short time period. The participation of the Office of the Capital Master Plan also provides constructive assistance in areas where the latest information of project implementation and input from the construction managers are brought in to benefit the decision-making on issues closely related to the implementation of the capital master plan.

III. Overview

8. Following close consultation and extensive review conducted through the mechanism of the Steering Committee, the associated costs requirements in the Secretariat have been thoroughly reviewed and reconsolidated to better align with the latest requirements and schedules.

9. With regard to the requirements for the biennium 2008-2009, it is recalled that the previous report of the Secretary-General (A/64/346/Add.2) anticipated that actual requirements would be lower than the original approved amount of $30.3 million. Since the issuance of that report, owing to changes to the schedules of a number of projects, such as the relocation of data services from the Secretariat Building to the North Lawn Building, and the extensive arrangements for the procurement of a media asset management system and the permanent broadcast facility, the actual expenditures for the biennium 2008-2009 amount to approximately $18.4 million, or 61 per cent of the total approved amount. Further details are provided in section IV of the present report.

10. With respect to the resource requirements for 2010, the General Assembly, in its resolution 64/228, approved funding in the amount of $42.1 million. Through closer consultation and coordination via the Steering Committee review process, it is now expected that a total amount of $14.9 million will be required in 2010, principally owing to the deferral to 2011 of the procurement of the permanent broadcast facility. Further details are provided in section V of the present report.

11. Concerning the total projected requirements of associated costs from 2008-2009 to 2013, it is now anticipated that a total of $162.5 million would be required throughout the capital master plan, based on the assumption of no delays to the implementation of the current schedule. Compared to the estimates of $172.3 million as presented to the General Assembly at its sixty-fourth session, this represents a decrease of $9.8 million. Further details of the requirements for 2011 are provided in section VI of the present report.

12. The current schedule of the capital master plan points to a return to the Secretariat Building in 2012, which has formed the basis of the above-mentioned analysis of the associated costs requirements. In the event that there should be a delay in relocating back to the Secretariat Building, the present report also provides an estimate of the potential need for continuing associated costs activities in 2013, at an average run rate of $0.5 million per month, the details of which are provided in section VII of the present report.

13. As stated in the eighth annual progress report of the Secretary-General on the implementation of the capital master plan (A/65/511, table 1), the completion of the renovation of the General Assembly Building is now anticipated for late 2013 because its renovation will follow that of the Conference Building, which itself has been delayed principally because of the requirement to construct the Interim Security Council and the additional time required to commission security and broadcast systems. That possibility was envisaged previously, but since the issuance of the seventh annual progress report (A/64/346), the likelihood has crystallized further. As a result, certain associated costs, in relation to this construction activity, that were previously foreseen for 2012 have now been rephased to 2013, the details of which are provided in paragraph 62 below.

14. Table 1 below offers a concise summary of the associated costs requirements set out in the present report, with comparison made to the estimates presented to the General Assembly in the previous report of the Secretary-General (A/64/346/Add.2).

Table 1

Summary of associated costs requirements provided in the present report

(Thousands of United States dollars)

Requirements	*Previous estimates (A/64/364/Add.2)*	*Current figures actual/estimates*	*Increase (decrease)*
Associated costs 2008-2009	30 272.4	18 373.2	(11 899.2)
Associated costs 2010	50 114.1[a]	14 862.3	(35 251.8)
Associated costs 2011	91 874.9	110 977.9	33 765.0
Associated costs 2012		14 662.0	
Associated costs 2013	—	3 610.0[b]	3 610.0
Total associated costs	**172 261.4**	**162 485.4**	**(9 776.0)**

[a] The Secretary-General proposed $50,114,100 in A/64/346/Add.2. The General Assembly approved a reduced amount of $42,069,695 in resolution 64/228.

[b] The estimate for 2013 represents the requirements to support the renovation of the General Assembly Building. Further details are provided in paragraph 62 below.

IV. Implementation during the biennium 2008-2009

15. Of the total $30.3 million funds originally approved by the General Assembly in its resolution 63/270 for associated costs in the biennium 2008-2009, a total of $18.4 million was spent by the end of the biennium. Table 2 below sets out the closing position on expenditures as at 31 December 2009. Details of the expenditures under each department are provided in paragraphs 16 to 25 below.

Table 2
Status of expenditures pertaining to associated costs in the biennium 2008-2009
(Thousands of United States dollars)

	Approved 2008-2009	*Expenditure as at 31 December 2009*	*Balance*	*Utilization (percentage)*
	(a)	*(b)*	*(a)-(b)*	*(b)/(a)*
Department for General Assembly and Conference Management	995.3	980.9	14.4	99
Department of Public Information	3 823.1	527.7	3 295.4	14
Office of Central Support Services	11 454.1	5 182.8	6 271.3	45
Construction, alteration, improvement and major maintenance[a]	4 787.6	3 725.0	1 062.6	78
Department of Safety and Security	7 576.3	7 332.5	243.8	97
Office of Information and Communications Technology	1 636.0	624.3	1 011.7	38
Total	**30 272.4**	**18 373.2**	**11 899.2**	**61**

[a] Funding under construction provided for: (a) the archive storage expansion project; and (b) the security systems in swing spaces and the construction of the primary security command centre.

A. Department for General Assembly and Conference Management

16. The funds allocated to the Department for General Assembly and Conference Management amounting to $995,300 were budgeted for 11 general temporary assistance positions (comprising 2 at the Professional level and 9 at the General Service level) to address connectivity and performance issues of the mission-critical systems during the period when the staff of the Department are located in as many as eight different locations.

17. The funds in the biennium 2008-2009 have been spent in accordance with the designated use. The minor savings of $14,400 resulted from delays encountered in filling some of the positions. All positions had been filled by late 2009.

B. Department of Public Information

18. Funds earmarked for the biennium 2008-2009 in the amount of $3,823,100 were budgeted for: (a) contractual services ($319,100) for the audio-visual archivists to work on the inventory, appraisal, selection, classification, retention, disposal and

indexing of audio-visual records; and (b) consultancy ($3,504,000) to create the selection criteria and a proof-of-concept library for the digital media asset management system.

19. Concerning the contractual services provision, $317,400 was spent in 2008-2009 to prepare the audio-visual collections for the move. These include $100,000 on digitizing the entire photo archives from 1946 to 2004, and $217,400 on the inventory, appraisal, selection, classification, retention, disposal, and indexing of audio-visual records. The residual of $1,700 was fully spent in 2010 for the remaining payment for those services.

20. As regards the consultancy provision, $210,300 was spent to engage consultants to create the construction design for the digital media asset management system and to prepare functional requirements for production and dissemination workflows. The remaining funding of $3,293,700 was rephased into the biennium 2010-2011, as a result of a revised method adopted for procuring the permanent broadcast facility. Following consultations held among the Department of Public Information, the Office of Central Support Services and the Office of the Capital Master Plan, it was agreed that in order to ensure efficient integration and coordinated phasing, the permanent broadcasting facility would be procured and managed by Skanska, the construction manager of the capital master plan. After examining the scope, it was decided that the project would be implemented in phases. A proof-of-concept media asset management system will be procured and implemented in the North Lawn Building. It will later be migrated to the Conference Building as part of the final installation of the permanent broadcast facility. Further details on the project are provided in section VI.B below.

C. Office of Central Support Services

21. Resources in the amount of $11,454,100 were budgeted to: (a) manage logistical activities of the moves to swing space with regard to asset tracking, asset disposal, archive and record keeping; (b) support the continuation of audio and videoconference services in the North Lawn Building and swing space locations, migration of conference systems and design of a new broadcast facility; (c) ensure the maintenance of swing space locations; and (d) procure furnishing for the permanent relocation of staff within the basements of the Secretariat complex.

22. As at 31 December 2009, a total expenditure of $5,182,800 was incurred. Compared with the amount approved for the biennium 2008-2009, this represents underexpenditure of $6,271,300, comprising the following:

(a) *General temporary assistance*. An underexpenditure of $58,200 owing to actual staffing costs being lower than standard costs and recruitment delays for specialized functions;

(b) *General operating expenses*. An underexpenditure of $2,848,700 owing to: (i) $2,500,200 relating to lower-than-projected contractual rates for asset tracking, disposal and gift relocation services as well as the deferral of some of the services to 2010 owing to the delays in vacating the Secretariat and Conference Buildings, which affected the schedule of asset disposal, asset tracking, moves of archival materials and gifts relocations; (ii) $321,300 under rental of premises owing to delays in leasing the archiving facility and the negotiation of rent

abatements; and (iii) $27,200 under data-processing services owing to the deferred charges of the standard information and communications technology costs;

(c) *Furniture and equipment.* An amount of $3,359,200 was not utilized owing to the deferral of the basement relocations by the capital master plan; the lower-than-anticipated cost of compact shelving for the archive expansion; and deferral of purchasing audio and video equipment to 2011 owing to the delay in the procurement of the permanent broadcast facility (see para. 20 above);

(d) *Other miscellaneous costs.* An underexpenditure of $5,200 owing to actual costs being slightly at variance with projected requirements in the area of overtime payment for movers, and contractual rates.

D. Construction, alteration, improvement and major maintenance

23. A provision in the amount of $4,787,600 was approved for two purposes:

(a) $2,709,500 for the build-out of additional archive storage and for accommodating the positions funded under the associated costs. Against that provision, an amount of $2,664,400 was spent in 2008-2009, with a minor saving of $45,100. The archive expansion project has now been completed;

(b) $2,078,100 for the primary security command centre and security systems installed in the swing space. Expenditure of $1,060,600 was incurred during 2008-2009 for camera replacements, network equipment acquisitions, and video surveillance upgrades to integrate the physical security systems at the swing space buildings with the existing security systems. The underexpenditure of $1,017,500 was attributable to the deferral into 2010 of activities relating to the implementation of the project. That balance will be spent in 2010 to enable the construction of the primary security command centre in the basement of the North Lawn Building and for network support of the physical security systems to be built out across swing spaces.

E. Department of Safety and Security

24. The provision approved for 2008-2009 amounts to $7,576,300, against which an amount of $7,332,500 was spent during the biennium, with an underexpenditure of $243,800. The details of the expenditures are as follows:

(a) *General temporary assistance.* An amount of $5,585,300 was approved for 58 general temporary assistance positions to provide security coverage to activities related to the capital master plan. Actual expenditure was $5,420,400, with a balance of $164,900, owing to actual costs being lower than the standard costs and recruitment delays;

(b) *Contractual services.* An amount of $361,300 was approved for specialized training of security officers, canine training, recertification of canine teams, psychological testing and evaluation of new recruits. Actual expenditure for the biennium was $339,200, with a balance of $22,100 relating to underspending in advertisement costs;

(c) *General operating expenses.* An amount of $149,800 was approved for the communication costs of webmail and network accounts and the cost of pistol

permits for security officers. Actual expenditure was $172,400, which reflects an overexpenditure of $22,600, and relates to the actual costs of webmail accounts services, pistol permits and communications charges being higher than originally estimated;

(d) *Supplies and materials*. An amount of $1,479,900 was approved for the acquisition of security and safety equipment such as pistols for security officers, X-ray machines, handheld metal detectors, access control hardware, locksmith hardware, other equipment such as firearms safes, radios, a firearms training simulator system, air purifiers, vehicles and carts. Actual expenditure for the biennium was $1,400,500, with a balance of $79,400. The underexpenditure was attributable to the office furniture that was provided by the Facilities Management Service at no cost to the Headquarters Security and Safety Service and two trailers that were provided by the capital master plan at no cost to the Headquarters Security and Safety Service.

F. Office of Information and Communications Technology

25. Funds totalling $1,636,000 were approved for the Office of Information and Communications Technology. Actual expenditure for the biennium amounts to $624,300, with an underexpenditure of $1,011,700. Details of the expenditure are explained below:

(a) *General temporary assistance*. The amount of $92,300 was approved for two Information Technology Assistants to manage the removal, inventory and overall logistics of information technology equipment that must be maintained during the capital master plan. The actual expenditure, $58,400, was lower than the originally approved amount by $33,900 owing to the late recruitment of the two positions, and the lower actual costs for the incumbents of the two positions as compared to standard salary costs;

(b) *Consultants*. A provision of $24,000 was approved for an estimated 20 days of highly specialized consultancy services to assist in the applications migration planning strategy. However, in-house expertise was utilized instead, leaving this funding unused;

(c) *Contractual services*. A provision of $1,519,700 was approved to cover a six-member team of migration coordinators to facilitate and coordinate the work of each of the application migration teams. Only $565,900 was spent. The underexpenditure amounting to $953,800 results from the delays of the migration of applications and systems from the Secretariat Building to the North Lawn Building, which commenced in mid-June 2010 as opposed to November 2009, which was the original schedule provided in the previous report of the Secretary-General.

V. Status of implementation and projected requirements for 2010

26. In its resolution 64/228, the General Assembly approved funding of $42,069,700 to cover the requirements of associated costs arising in the year 2010, to be financed from within the approved budget of the capital master plan.

27. As a result of delays experienced in the implementation of several projects in 2009, such as the delayed procurement of the media asset management system and the permanent broadcast facility, the delayed clearing out of staff from both the Secretariat Building and the Conference Building, and the resultant delayed migration of data services from the Secretariat Building to the North Lawn Building, a total amount of $11,899,200 was not utilized as at the end of 2009, which has been carried forward to 2010 to enable the deferred implementation of those designated activities. As a result, the available funding for 2010 amounts to $53,968,895. A detailed breakdown by department is provided below in table 3.

Table 3
Summary of available funding for 2010 by department

(Thousands of United States dollars)

	Balance carried forward from 2008-2009	*2010 funding approved in resolution 64/228*	*Total funding available in 2010*
Department for General Assembly and Conference Management	14.4	645.6	660.0
Department of Public Information	3 295.4	27 032.2	30 327.6
Office of Central Support Services	6 271.3	6 009.5	12 280.8
Office of Information and Communications Technology	1 011.7	611.8	1 623.5
Construction, alteration, improvement and major maintenance[a]	1 062.6	2 174.7	3 237.3
Department of Safety and Security	243.8	5 595.9	5 839.7
Total	**11 899.2**	**42 069.7**	**53 968.9**

[a] Funding for construction in 2010 will cover the costs of security systems in swing spaces and the construction of the primary security command centre.

28. Based on the expenditure patterns of the first eight months of 2010 and the current revised projections, it is estimated that associated costs will be required in a total amount of $14,862,300 for 2010. Compared to the available funding of $53,968,895 explained in paragraph 27 above, there will be a projected unspent balance of $39,106,595, which reflects the phasing from 2009 to 2010 of activities related to the relocation of data services to the primary data centre, and also the current deferral to 2011 of the procurement of the media asset management system and the permanent broadcast facility, details of which are provided in paragraph 51 below.

29. Actual expenditure as at 31 August 2010 amounts to $9,916,400. This represents 67 per cent of the current forecast of $14,862,300 for the entire year. That ratio is consistent with the time schedule.

30. A summary of the current revised projected resource requirements for 2010 is provided in table 4 below. Further details on each department are provided in paragraphs 31 to 43 below.

Table 4
Summary of expenditure and revised requirements for 2010 by department
(Thousands of United States dollars)

	Available funding for 2010[a]	*Revised requirements for 2010*	*Projected unspent balance in 2010*	*Expenditure as at 31 August 2010*	*Percentage of full year revised requirements*
	(a)	*(b)*	*(b)-(a)*	*(c)*	*(c)/(b)*
Department for General Assembly and Conference Management	660.0	654.2	(5.8)	436.1	67
Department of Public Information	30 327.6	35.7	(30 291.9)	35.7	100
Office of Central Support Services	12 280.8	5 203.9	(7 076.9)	3 861.7	74
Office of Information and Communications Technology	1 623.5	1 317.3	(306.2)	885.3	67
Construction, alteration, improvement and major maintenance[b]	3 237.3	1 931.1	(1 306.2)	1 086.5	56
Department of Safety and Security	5 839.7	5 720.1	(119.6)	3 611.1	63
Total	**53 968.9**	**14 862.3**	**(39 106.6)**	**9 916.4**	**67**

[a] Comprising the funding originally approved for 2010 in resolution 64/228, plus the unspent balance carried forward from 2009. For details, see table 2 above.

[b] Funding for construction in 2010 covers the costs of maintaining the security systems in swing spaces and the construction of the primary security command centre.

A. Department for General Assembly and Conference Management

31. Resource requirements of $654,200 will be required in 2010 to provide for the continuation of six general temporary assistance positions. This includes two Information Systems Officers at the P-3 level, and four Records Management Assistants at the General Service (Other level). The continuation of this staffing complement will be required throughout the capital master plan implementation phase to ensure that information technology services are maintained at normal levels, and that the mission critical systems of the Department for General Assembly and Conference Management, in particular the meetings management, documents management and digital recording systems, will be fully operational.

32. With the current implementation of the capital master plan, staff in the Department for General Assembly and Conference Management were relocated to eight separate locations. Throughout the duration of the capital master plan, some staff will continue to be relocated (the Publishing Section, for instance, is being moved multiple times while the area is renovated). These 1,200 staff rely upon the Department for their first line of technical support, including for the supply, maintenance and replacement of all hardware and software. In addition, the Department provides technical services to the Member States, principally with regard to the meeting room displays, the Office of the President of the General Assembly and the remote printing stations. In order to deliver the required rapid turnaround for problem resolution, and to maintain the network of mission critical systems that manage the meetings and documentation workflows throughout the

Organization, the services of the general temporary assistance capacity need to be continued for the duration of the capital master plan.

33. The expenditure as at 31 August 2010 amounts to $436,100, or 67 per cent of the projected requirements for the entire year.

B. Department of Public Information

34. Resource requirements of $35,700 for 2010 reflect the actual expenditure as at 31 August 2010, which was incurred to meet the urgent need to upgrade some of the webcast equipment following the move of the webcast operations from the Secretariat Building to swing spaces in 2010. The webcast services and equipment will be incorporated into the permanent broadcast facility upon the completion of that project in 2011.

35. With respect to the media asset management system and the permanent broadcast facility, these two projects are expected to be procured and implemented in early 2011. Accordingly, no expenditure will be incurred in 2010 for that purpose.

C. Office of Central Support Services

36. Resources originally budgeted for 2010 were estimated in the amount of $6,009,500. That provision, combined with the unused balance brought forward from 2009 owing to the reasons explained in paragraph 22 above, amounts to $12,280,900 as the available funding for 2010. However, based on careful analysis of the requirements, it is now anticipated that only $5,203,900 will be required in 2010, primarily owing to the deferral to 2011 of the award of contract for the permanent broadcast facility.

37. Actual expenditure as at August 2010 amounts to $3,861,700, or 74 per cent of the forecast expenditure for the entire year. This is faster than a straight-line utilization. The detailed requirements for 2010 are explained below:

(a) *General temporary assistance* ($1,424,000). This will provide for the costs for the continuation of 10 positions, approved in resolution 63/270, to cover the provision of technical expertise, the integration of new buildings management systems, asset management, and records management;

(b) *Contractual services* ($515,200). This will provide for the conference project engineers that oversee the commissioning and operation of video systems, media servers, and conference audio-visual and broadcasting systems at the North Lawn Building and swing space locations, as well as to provide technical expertise in the design and commissioning of the new permanent broadcast facility;

(c) *General operating expenses* ($2,762,400). This provision is required to provide for the following: (i) rental of office space to accommodate the positions funded under the capital master plan associated costs ($429,000); (ii) centralized data-processing and communications services for the Office of Central Support Services positions funded under the capital master plan ($45,400); (iii) moving, asset management and disposal services, which were in part deferred from 2009 ($1,477,400); (iv) minor alteration services to configure the postal and gift centre at the North Lawn Building ($150,000); (v) gift relocation services ($342,000); and

(vi) miscellaneous services ($318,600) to cover space and move management software support for the monitoring and updating of floor plans and office space planning data, vehicle maintenance, messenger services to swing space locations, garage administration support and training related to new building system equipment and the testing costs as well as other maintenance-related services;

(d) *Furniture and equipment* ($502,300). This provision covers: (i) the partial furnishing of permanent locations in the basements in the complex ($280,000); (ii) cabling for the Interim Security Council and office paging system and expansion of Internet Protocol Television services to meet demands in swing spaces ($142,300); and (iii) the purchase of an additional mail truck and related equipment necessary to service all off-site locations adequately ($80,000).

D. Office of Information and Communications Technology

38. Resources in the amount of $1,317,300 will be required in 2010 for the Office of Information and Communications Technology for the continued provision of technology infrastructure support in the primary data centre and swing spaces. These include:

(a) *Contractual services* ($1,184,200). This provision will be required to support pending migration activities through to December 2010, owing to the late start of the applications migration from the Secretariat Building to the North Lawn Building, as well as other technology infrastructure support activities in swing spaces. These include the residual clean-up activities in the primary data centre in the North Lawn Building, and related network systems reconfiguration between multiple locations such as the primary data centre, the secondary data centre, swing spaces, and offices away from Headquarters;

(b) *General temporary assistance* ($133,100). Funds under this heading will be required for the continuation of two Information Technology Assistants. The two positions will be required in 2010 to continue the support for the removal of information and communications technology equipment in the basements in preparation for the construction of swing space in the basements. The project is being fast-tracked by the capital master plan and is expected to be completed in 2011.

39. Actual expenditure as of 31 August 2010 amounts to $885,300, or 67 per cent, which is consistent with the linear utilization of the forecast for the entire year.

E. Construction, alteration, improvement and major maintenance

40. Resources in the amount of $1,931,100 are required in 2010 for costs related to the acquisition of security equipment to support the Department of Safety and Security operations during the capital master plan. These include:

(a) *Acquisition of equipment for the primary security command centre and software for the closed-circuit television (CCTV) and access control system* ($1,610,200). The existing primary security command centre located in Room C-110 was scheduled to be replaced by a new facility in the North Lawn Building, under the security contract of the capital master plan. Following construction of the new primary security command centre in the basement of the North Lawn Building, the

old facility in C-110 was to be decommissioned. However, owing to issues with the phasing of construction in the North Lawn Building and the Conference Building, the facility in C-110 is now being kept online as a backup facility to the new primary security command centre currently under construction. The new primary security command centre is designed, for the most part, to mirror all systems and functions of the old security command centre in terms of access control, CCTV, and intrusion detection systems management and operation. As such, the two facilities working in tandem are intended to enable a seamless transition from the old security infrastructure to the new physical security infrastructure that is being built out by the capital master plan. During the construction phase of the capital master plan, they will serve as disaster recovery facilities for each other, in the event of loss of service in the online facility;

(b) *Maintenance and data storage costs of the security command centre* ($198,000). There has been a significant growth in the number of CCTV cameras deployed for which video archiving support is required. This growth is attributable to the introduction of capital master plan swing space, and the need for physical security support for construction activities in the complex. Under the current standard operating procedures employed by Headquarters Safety and Security Service, CCTV video footage is to be archived for 30 days. The increase in the camera count therefore has resulted in the need for increased enterprise storage capacity. Over the past year the camera count has increased by approximately 480 new cameras;

(c) *Maintenance costs* ($122,900). These costs are prorated for five months for the physical security systems installed in the swing spaces, which need to be funded following the expiration of the warranty in July 2010.

41. Actual expenditure as at 31 August 2010 amounts to $1,086,500, or 56 per cent of the forecast for the entire year. This is slightly slower than a straight-line utilization, primarily because the monthly maintenance costs for the physical security systems in the swing spaces only became necessary after July 2010, following one year of warranty covered by the vendors.

F. Department of Safety and Security

42. Resources amounting to $5,720,100 are required for the year 2010, comprising the following:

(a) *General temporary assistance* ($5,423,100). Provision under this heading is required for the continuation of 58 temporary security positions to provide security coverage in accordance with the minimum operating security standards related to swing space locations and construction activity in the Secretariat compound, including 5 Professional positions (1 P-5, 2 P-4 and 2 P-3), 3 General Service (Other level) positions and 50 Security Officer positions. Specific tasks required of these positions include: (i) access control and screening of persons, packages and vehicles entering and leaving the swing space and construction premises; (ii) emergency response and crisis management capabilities in swing space and construction areas; (iii) pass and identification services for all construction activities; (iv) explosive device detection; (v) fire safety and hazardous material monitoring; (vi) interaction with the host country authorities to ensure compliance with safety codes and follow-up on any corrective measures;

(vii) training and conducting fire drills; and (viii) testing of all life safety systems in all swing space locations;

(b) *Contractual services* ($98,100). This amount is required to provide for: (i) other specialized services related to recruitment and testing of new security officers ($7,400); and (ii) specialized training to enhance security officers' skills and keep abreast of the new security demands ($90,700);

(c) *Operating expenses* ($130,500). This amount is required to meet the costs of: (i) communications costs for telephone right-to-use charges, Blackberry charges, and long-distance charges for the security positions ($9,100); (ii) maintenance of office automation equipment such as webmail accounts for the security officers ($42,000); and (iii) miscellaneous services, inter alia, to cover veterinarian and kenneling services for the nine dogs in the canine unit, annual general maintenance and repair of three vehicles, and so forth ($79,400);

(d) *Supplies and materials* ($68,400). Provision under this heading is required to cover fire and safety supplies, canine supplies, ammunition and uniforms for security officers.

43. Actual expenditure as at 31 August 2010 amounts to $3,611,100, or 63 per cent of the forecast for the entire year.

VI. Projected requirements for 2011

44. Based on the current projections, the associated costs requirements will peak in 2011 in the amount of $110,977,900. The increase in requirements for 2011 is attributable to the procurement of the permanent broadcast facility and media asset management system (costing approximately $40 million) and the furniture for the refurbished buildings (costing approximately $55 million).

45. In view of the projected unspent balance of $39,106,600 to be carried over from 2010, as explained in paragraph 28, the net requirement for 2011 will amount to $71,871,300. Table 5 below provides a breakdown of the requirements by department. Further details on the requirements of each department are provided in paragraphs 46 to 59 below.

Table 5
Summary of projected requirements for 2011 by department
(Thousands of United States dollars)

	2011 projected requirements	*2010 projected unspent balance*[a]	*2011 net incremental requirements*
Department for General Assembly and Conference Management	634.4	(5.8)	628.6
Department of Public Information	30 482.0	(30 291.9)	190.1
Office of Central Support Services	70 075.7	(7 076.9)	62 998.8
Office of Information and Communications Technology	505.6	(306.2)	199.4
Construction, alteration, improvement and major maintenance[b]	1 840.7	(1 306.2)	534.5
Department of Safety and Security	7 439.5	(119.6)	7 319.9
Total	**110 977.9**	**(39 106.6)**	**71 871.3**

[a] See table 4 for the calculation of the projected unspent balance in 2010.
[b] Funding for construction will cover the maintenance costs of the security systems in swing spaces and the construction of the primary security command centre.

A. Department for General Assembly and Conference Management

46. Resources amounting to $634,400 will be required in 2011 for the continuation of six general temporary assistance positions, including two Information Systems Officers at the P-3 level, and four Records Management Assistants at the General Service (Other level). The continuation of that staffing complement would be required throughout the capital master plan implementation phase as already explained in paragraph 32 above.

B. Department of Public Information

47. Resources in the amount of $30,482,000 will be required in 2011 for the implementation of the media asset management system and the permanent broadcast facility.

48. The new broadcast facility will entail the installation of robotic cameras and digitized audio, which will enable the seamless movement of video images between Headquarters and field offices. The current broadcast facilities are not only obsolete in terms of the age of the equipment, but also with respect to formats and industry standards. The existing equipment no longer fulfils the needs of the Department of Public Information in the digital production environment. The upgrade of the broadcast facilities and equipment, therefore, is needed to allow the Department to meet the needs of the United Nations, Member States, broadcast organizations and media consumers worldwide through the offering of both high definition and standard definition video products, digital radio, and digital archives. It will also enable the Department to offer interactive products quickly via the Web or other means of distribution and transmission. Many operations will be automated and workflows streamlined to become more cost effective.

49. Owing to a change to the procurement approach, this project now includes two subsystems, the media asset management system, and the permanent broadcast facility. It is planned that both projects will be procured in 2011.

50. With respect to the media asset management system, a proof-of-concept system will first be installed in the North Lawn Building. The system is expected to be operational on July 2011. It is anticipated that during the period July to December 2011, the system will undergo significant revisions to graphic user interface design and workflow on an iterative basis based on feedback from United Nations users. A full system, incorporating the lessons learned with the proof-of-concept system, will be deployed and integrated into the permanent broadcast facility in the Conference Building once the renovation work is completed.

51. Given that the contracts for the media asset management system and the permanent broadcast facility will be awarded in 2011, funds originally approved in 2008-2009, in the amount of $30,292,000, will be rephased to 2011. This funding will cover the procurement of equipment related to the media operations centre, master control rooms, television production control for high definition, editing suites for high definition non-linear formats, audio control rooms, radio control rooms and radio studios, including the infrastructure of the central equipment facility. Separately, a provision of $9,980,600 will be requested under the Office of Central Support Services for the procurement of equipment for audio and video management, a centralized audio-video router, consoles and racks, integrations, installation, and development costs.

52. Further, a provision of $190,000 will be required under consultancy for the Department of Public Information to hire four consultants specializing in broadcast engineering, information technology and archives management with proven expertise in the areas of transition of broadcasting facilities from analogue to digital technologies and workflows, and with expert knowledge of the operations and future objectives to assist the Department in preparation for the implementation of the media asset management system. The specific tasks of the consultants comprise: (a) direct technical liaison and coordination with the awarded vendor to shorten the time required by the vendor for the required gap analysis; (b) pilot design and implementation planning work with stakeholders to solidify the various required standards and develop the functional "business rules" for delivery by the awarded vendor; (c) developing a change and transition strategy for new operational workflows, business processes and administrative organization structure; (d) developing a detailed plan for the selection, digitization and migration of the legacy records into the media asset management system; (e) monitoring the performance of the media asset management system during the proof-of-concept phase to ensure that the system meets requirements; and (f) tracking issues with the vendor as necessary.

C. Office of Central Support Services

53. Resources for 2011 are projected at $70,075,700 for coordination and operational support to the implementation of the capital master plan, migration and maintenance of new conference systems at all swing space locations, implementation of a new permanent broadcast facility, and the procurement of new furniture to meet the new space standards in the refurbished premises.

54. Based on the experience gained over the past year, it has become evident that more coordination and logistical support is needed than had initially been anticipated, not only to adequately facilitate the implementation of the capital master plan, but also to ensure the efficient handover of the refurbished buildings to the Facilities Management Service. Improved coordination, systems and procedures are required to mitigate risks. Moving forward, it is especially important that the Facilities Management Service be fully involved in the commissioning process to safeguard its objective, the long-term maintenance of an efficient and safe facility.

55. In addition, during the course of the project, information management and system improvements with regard to space planning, asset management and documents inventory will become increasingly critical. People and assets will move again and voluminous quantities of documentation will be received, including construction drawings, system documentation and operation manuals. Significant preparation will be required for the Facilities Management Service to assess future maintenance needs and procure the related services. Owing to the magnitude of the changes to the building operations and infrastructure systems, in-house capacity will not be sufficient to conduct this exercise.

56. The full requirements for 2011 are detailed as follows:

(a) *General temporary assistance* ($2,052,400). Resources under this heading will provide for the continuation of the 10 existing general temporary assistance positions, and 5 proposed additional positions (comprising 2 P-4, 2 General Service, and 1 Trades and Crafts) to augment the programme coordination, information and logistics management support. Details of the five new positions are provided below:

(i) Engineering Officer (P-4). The Engineering Officer will supervise and coordinate the handover of the refurbished complex, an important process that has a direct impact on the Office's ability to operate and maintain the buildings. The position will be responsible for: ensuring that the space is substantially completed and ready for occupancy; gathering all documentation necessary for the Facilities Management Service to monitor the testing, commissioning, and completion of punch lists; and ensuring that the required operational procedures are developed and capacity is built up within the Facilities Management Service, including the necessary complement of contracted services in time for the Service to assume responsibility for the facility;

(ii) Programme and Information Management Officer (P-4). The Programme and Information Management Officer will develop procedures and systems to manage capital master plan related information. The Officer will: design, develop and maintain a master drawing and system documentation repository; provide guidelines and tools to better track, value, report and manage

non-expendable properties; assess requirements and participate in the implementation of an integrated workplace management system, including developing an information migration strategy, to facilitate the relocation from swing spaces and ensure post-capital master plan readiness; and coordinate operational matters related to the capital master plan at the garage, including facilitating the development of a vehicle identification system. Vacancies are currently being used to meet parts of this critical requirement, which is an unsustainable solution;

(iii) Two Building Service Team Assistants (General Service (Other level)). Owing to the increase in workload resulting from the project, two Building Service Team Assistants are required to backstop activities related to the capital master plan in a number of areas, including property management and inventory control, the review of hundreds of boxes of facilities documentation relocated from the Secretariat Building for potential archive retention, as well as administration. It had previously been anticipated and reported that a minimum of three staff currently administering special events would be redeployed to provide logistical and administrative support related to the capital master plan. However, it has not been possible to curtail the number of events at the Secretariat complex and, as a result, some of the functions had to be accommodated from within available vacancies, which is no longer an option;

(iv) Driver (Trades and Crafts). In 2009, the Travel and Transportation Service was required to add bulk mail runs to Long Island City as a result of increased requests to archive records as offices moved to swing spaces. As swing spaces became more populated, there was then a need to include them in the delivery of bulk mail runs, which have put a strain on existing resources. An additional mail truck and Driver are needed to provide timely and efficient mail services to all off-site locations during the capital master plan. It is to be noted that mail runs also accommodate staff members requiring transportation between swing spaces and Long Island City;

(b) *Contractual services* ($1,127,800). Resources under this heading are required to provide for:

(i) Conference project engineers to oversee the implementation of the new permanent broadcast facility as well as to maintain new video and audio systems at swing space locations. In keeping pace with new technologies, the capital master plan has outfitted multimedia rooms equipped with 65 videoconferencing systems and other audio-visual services, which represents a multifold increase from the 10 videoconference systems operated a year ago. The new systems need to be serviced and operated to ensure their efficient functioning ($447,800);

(ii) The services of a company or agent specialized in the handover of building operation services, which will be required to support facilities management during capital master plan commissioning of all building systems before the responsibility for operating and maintaining the systems is transferred to the Office of Central Support Services. The firm will provide on-call services and be responsible for supervising and confirming the validity of building equipment inspections, start-up, testing, updates and repair as needed, commissioning, and final reception. The agent will deploy the specific

expertise required for each mechanical, electrical and other infrastructure system being commissioned to complement in-house expertise and advise the Engineering Officer of any possible problems before the final sign-off of handover packages. The need for these services has been confirmed by lessons learned during the early phases of the capital master plan, in particular the electrical failure experienced in September 2010 in which a blown fuse resulted in loss of power to all audio-visual systems and security cameras in the meeting rooms when two stages of backup failed. The new infrastructure and building systems being installed by the capital master plan involve technology upgrades across the whole spectrum of building systems. The facilities management operations and maintenance services therefore need to be completely remodelled, both in terms of the internal resources and outsourced services in order to operate and maintain the new systems. This requires a substantial change management and capacity-building effort, which is why specialized handover of new building operations services is needed. The scope of services of the handover specialists covers a much greater range than the standard commissioning of new systems. A commissioning agent focuses on the systems being commissioned, a building operations handover specialist, in addition to overseeing and coordinating commissioning efforts, also ensures that the appropriate operational and maintenance capacities are put in place to assume full operational responsibility and guides the transition of operations. An external company will be able to draw on the expertise of multiple disciplines to cover the full spectrum of infrastructure installation and technologies ($180,000);

(iii) Service contracts management. With the refurbishment of the complex and upgrade of infrastructure systems with new technologies, there is a need to re-evaluate future maintenance service requirements in terms of scope, administrative support and the total number that will remain relevant by the end of the capital master plan. It is proposed therefore that a consultant be engaged to conduct this review and assist with the restructuring, consolidation whenever possible, and procurement of service contracts to ensure the efficient maintenance of the complex immediately upon the completion of the project ($500,000);

(c) *General operating expenses* ($1,272,900). Resources under this heading are required to provide for: (i) rental of office space ($429,000) to accommodate the positions funded under the associated costs; (ii) centralized data-processing and communications services for the positions in the Office of Central Support Services funded under the associated costs of the capital master plan ($45,400); and (iii) moving and asset management ($350,000). As stated in previous reports, moving and asset management services in support of the capital master plan will be necessary throughout the project for various moves on campus, to track, dispose of and store old furniture and equipment as well as to prepare and upload data for the newly acquired furniture and equipment into the inventory system database; (iv) maintenance of multimedia swing space, including hardware and software licensing and support for multimedia rooms in swing space installed under the capital master plan ($173,500); and (v) miscellaneous services ($275,000) to cover space and move management software support for the monitoring and updating of floor plans and office space planning data, vehicle maintenance, messenger services to swing space locations, garage administration support and training related to new

building system equipment, and the testing costs and other maintenance-related services;

(d) Furniture and equipment ($65,622,600). Resources under this heading are required to cover:

(i) Audio-visual broadcast equipment for the permanent broadcast facility and the media asset management system ($9,980,600). This provision supplements the provision under the Department of Public Information as explained in paragraph 51 above, and is an integral part of the entire project requirements;

(ii) Cabling and replacement of very high frequency and ultra-high frequency radio communication systems as a result of the implementation of the capital master plan and multimedia videoconference software and servers ($450,000);

(iii) Procurement of furnishing for the refurbished Secretariat compound ($55,192,000). An expression of interest for furniture vendors was posted in the summer of 2009. By November 2009, it had yielded 59 expressions of interest, 41 of which were from outside of the United States. The Office of Central Support Services and the Office of the Capital Master Plan have jointly developed the requests for proposals for different furniture-groupings, such as the "office furniture systems", "chairs", "filing furniture", "other miscellaneous furniture", and so forth. It is anticipated that a selection will be made of up to four successful vendors in the first quarter of 2011. The first deliveries are anticipated to occur in October 2011 for the top floors of the Secretariat. While the Office of Central Support Services and the Office of the Capital Master Plan have been working very closely together in the planning of the furniture requirements, it was decided that, for coordination reasons, the implementation of the furniture contracts would best reside under the Office of the Capital Master Plan. In addition, the process has started for the hiring of a furniture management company to assist in the management of the very complex deliveries of furniture.

D. Office of Information and Communications Technology

57. It is anticipated that resources of $505,600 will be required in 2011 to provide for:

(a) *General temporary assistance* ($157,800). Resources under this heading will provide for the continuation of the two Information Technology Assistants who will continue to provide information and communications technology and logistics support to capital master plan activities in the Secretariat Building, the Conference Building, and the North Lawn Building. Subsequently, the incumbents will also conduct preparations for the renovation of the General Assembly Building, followed by preparations for the relocation of staff from swing space back to the Secretariat complex in 2012;

(b) *Contractual services* ($347,800). Resources under this heading will provide for help desk and technology infrastructure support services based on the revised rates of the contract.

E. Construction, alteration, improvement and major maintenance

58. It is anticipated that resources of $1,840,700 will be required in 2011 to support the physical security systems, such as access control, CCTV, and intrusion-detection systems. The requirements include: (a) acquisition of network switches and equipment for the primary security command centre and software for CCTV and access control ($1,248,000); (b) uninterrupted power supply units ($99,700); (c) maintenance for the primary security command centre for the system expansion relating to the capital master plan swing spaces ($198,000); and (d) maintenance support for the physical security systems installed in the capital master plan swing spaces ($295,000).

F. Department of Safety and Security

59. It is estimated that resources in the amount of $7,439,500 will be needed in 2011 to provide for:

(a) *General temporary assistance* ($7,045,000). Resources under this heading will be required to provide for the continuation of the existing 58 positions, plus 22 proposed new positions (security officers) to supplement the current capacity. The Department of Safety and Security conducted an internal operational effectiveness review in November 2009, which resulted in the consolidation of certain functions, closure of some posts, reduction in coverage of other posts, and reduction in staffing of certain specialized units. This action enabled the Department to redeploy approximately 20 officers from positions funded under the regular budget to cover functions related to the capital master plan. In addition, another 9 officers are utilized from support units on a day-to-day basis. These supplement the approved 50 security officers under capital master plan to make a total of 79 officers. By 2011, the capital master plan is heading into its maximum construction phase in the Secretariat Building and Conference Building, and the basement areas. Currently, approximately 400 capital master plan contractors are screened daily. From the fourth quarter of 2010 onwards, the number of contractors is expected to increase to approximately 2,000 per day. In addition, trucks delivering construction equipment and supplies are expected to require screening and access in amounts of 100 to 150 per day. Both the contractors and delivery trucks will be accessing the complex on a 24-hour basis, which would therefore require security personnel to provide the necessary coverage under a three-shift arrangement. Currently, the contractors and trucks are screened at the 48th Street service drive entrance and at the 42nd Street service drive entrance. In order to screen the additional 1,500 contractors, the tent at the 46th Street contractor-screening point will be utilized. This screening is in addition to the current daily screening of an average of 3,335 people, which include visitors, members of agencies, funds and programmes, and non-resident correspondents at United Nations Headquarters. While some of these access points are already covered on a 24-hour basis, owing to the capital master plan, the current staffing is insufficient to accommodate the increased numbers of personnel and delivery vehicles that are anticipated. The Headquarters Security and Safety Service has estimated that 22 additional security officers will be needed beginning in 2011 to accommodate the required security screening of additional contractors and trucks;

(b) *Contractual services* ($100,800). Resources under this heading are required to cover: (i) other specialized services ($14,400) related to recruitment campaigns and the testing of new security officers (advertising and drug and psychological tests), laundry services for 72 security officers, subsequent monthly random substance-abuse testing requirements; (ii) additional and specialized training ($86,400) for security personnel such as those performing functions in construction security and safety, hazardous materials, canine, fire and safety training, alarm monitoring, electronic access control, cardiopulmonary resuscitation and first aid, less-than-lethal instruction, construction site security and safety, security operational planning, including incident command systems, identification and badging, operating X-ray machines, metal detection, access control, and general security duties. The training courses will enhance security officers' skills to maintain the highest level of professionalism and keep abreast of the new security demands on the Service;

(c) *Operating expenses* ($157,000). Resources under this heading are required to cover: (i) communications ($11,600) for telephone right-to-use charges, Blackberry charges, and long-distance charges; (ii) maintenance of office automation equipment ($54,800) for webmail accounts and information and communications technology service-level agreement charges for security officers; (iii) miscellaneous services ($90,600) to cover veterinarian and kennelling services for the nine dogs in the Canine Unit, processing of new pistol permits for the additional 22 security officers, annual general maintenance and repair of three vehicles, and so forth;

(d) *Supplies and materials* ($136,700). Resources under this heading will cover: (i) weapon ammunitions for the training of security officers ($8,900); and (ii) uniforms, standard accoutrements, leather goods and other uniform supplies for the 22 new security officers, as well as special canine and fire uniforms ($127,800).

VII. Resource requirements for 2012 and 2013

60. Following the peak in 2011, the requirements for associated costs are expected to tail off to a reduced level of $14,662,000 in 2012, or roughly the same level as in 2010. This projected requirement will be further evaluated and detailed in the report of the Secretary-General to be submitted to the General Assembly at its sixty-sixth session.

61. As was indicated in the eighth progress report of the Secretary-General on the capital master plan (A/65/511), there has been no change to the schedule of reoccupation of the Secretariat Building in 2012. This has formed the basis for the projection of associated costs requirements in the present report. In the event that there should be a delay in the reoccupation of the Secretariat Building, it is expected that expenditure for associated costs would continue to be incurred at the rate of approximately $494,000 per calendar month in 2013, as summarized in table 6 below. The monthly run rates represent the minimum requirements for the various departments to continue associated costs activities at the level of 2012.

62. As was reported in the eighth progress report of the Secretary-General on the capital master plan (ibid., table 1), the Conference Building renovation is expected to be delayed by three months owing to requirements to construct the Interim Security Council and the additional time required to commission the security and

broadcast systems. As a result, the General Assembly Building renovation, which will not commence until the Conference Building renovation is completed, will not be completed until late 2013. Associated costs in a total amount of $3,610,000 will be required in 2013 to support the General Assembly Building renovation in the following two areas: (a) an amount of $750,000 will be needed for the Office of Central Support Services to manage the migration of audio-visual systems in the Conference Building, and to conduct the tracking and handover of assets in the General Assembly Building; and (b) an amount of $2,860,000 will be needed for the Department of Safety and Security to provide security coverage for 2013 during the renovation of the General Assembly Building, a provision which is anticipated at half of the level of 2010, taking into account the reduced numbers of contractors in the compound.

Table 6
Summary of projected requirements for 2012 and 2013 by department
(Thousands of United States dollars)

	2012 projected	*2013 General Assembly Building renovation*	*2013 monthly requirements in case of delay*
Department for General Assembly and Conference Management	634.4	—	52.9
Department of Public Information	—	—	—
Office of Central Support Services	5 544.3	750.0	210.7
Office of Information and Communications Technology	610.8	—	51.0
Construction, alteration, improvement and major maintenance[a]	493.0	—	41.1
Department of Safety and Security	7 379.5	2 860.0	138.3
Total	**14 662.0**	**3 610.0**	**494.0**

[a] Funding for construction will cover the maintenance costs of the security systems in swing spaces and the primary security command centre.

VIII. Action to taken by the General Assembly

63. **The General Assembly is requested to:**

(a) **Take note of the progress presented in the report;**

(b) **Note that the associated costs for the year 2011 amount to $110,977,900;**

(c) **Approve a net amount of $71,871,305 for 2011, after taking into account the unspent balance of $39,106,595 for the period 2008-2010, broken down as follows:**

(i) **$628,600 for the Department for General Assembly and Conference Management;**

(ii) **$190,080 for the Department of Public Information;**

(iii) **$62,998,800 for the Office of Central Support Services;**

(iv) $199,400 for the Office of Information and Communications Technology;

(v) $534,555 for construction, alteration, improvement and major maintenance activities at Headquarters;

(vi) $7,319,870 for the Department of Safety and Security;

(d) Approve the continued funding of the associated costs from within the approved budget of the capital master plan.